

**SMALL COMMERCIAL &
TENANT IMPROVEMENT BUILDING PERMIT
APPLICATION CHECKLIST**

6/24/09

The City may require additional information as needed. For preparation information, see description sheet #1, *Standards for Plans and Drawings*. If you have any questions concerning your application submittal, please visit or call the Permit Center (425-452-4898) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Assistance for the hearing impaired: Dial 711 (Telecommunications Relay Service).

Plan Submittal Checklist

Please place checkmarks by completed items, and mark N/A to those which do not apply. Items listed must be clearly delineated on the plans to assure a timely, consistent and accurate plan review. Please provide three (3) sets of plans and one (1) set of specifications or engineering calculations if required. All plan sheets must be a minimum of 18" x 24". **Applications will be checked for completeness against this list. Incomplete items will delay permit issuance.**

Construction permit information

Permit Application completed in detail.

Haz Mat inventory statement (if applicable) (IFC 2701.5)

Cover sheet or first page (May also include key/site plan information).

- ___ Project Address including suite #, Scope of Work, Name and Address of Preparer
- ___ Type of construction (Type I, II, III, IV or V. -- FR, 1-HR or NR -- Sprinklers, Etc)
- ___ Floor Area of entire floor and area of the project (Sq Ft). Indicate which Story.
- ___ Occupancy Classification. (All mixed occupancy classes shall be noted)
- ___ Occupant Load, and number of exits required and provided, with exit plan.
- ___ Identify any special inspections required. (Concrete >2500#, welding, bolting)
- ___ Identify codes used in the design of the project
- ___ Key/Site plan if work is occurring on or beyond the exterior of the building (see sheet 3a)

Architectural plan

- ___ Floor plans including exit access routes and door & window sizes
- ___ Fire rated walls, doors/windows and other assemblies identified
- ___ All spaces labeled by use, with new vs. existing construction clearly identified.
- ___ Detailed door/window schedules w/ hardware and ratings. Door swing shown.
- ___ Exit systems including corridors, stairs and enclosures and exterior exit routes
- ___ Exit sign and emergency lighting unit locations if required.
- ___ Building accessibility requirements per "Washington State Regulations for Barrier Free Facilities, WAC 51-40-1100", including ¼" scaled restroom plan.
- ___ Elevations, (for any changes made to exterior New vs. existing clearly distinguished) including final grades
- ___ Reflected ceiling plan with seismic bracing (new ceilings or new walls to ceiling).

(Over)

- ☐ Sections and Details
- ☐ Cross sections through any new structural elements
- ☐ Cross sections, including floor/ceiling, roof/ceiling, shaft and Interior walls if new or modified.
- ☐ Protection of openings, flame spread requirements, draft and fire stops,
- ☐ Rated corridor construction, including cross section
- ☐ Stair details, including handrails, landings and guardrails.
- ☐ Fire rated assemblies, including design numbers and construction details*
- ☐ Engineering (if applicable) must be transferred to plans, and plans shall be stamped and signed by engineer or architect and complete calculations submitted.

Miscellaneous Information

- ☐ Energy Code compliance information (lighting, HVAC or modifications to exterior walls)
- ☐ Separate Mechanical, Plumbing and Electrical plans, review and permits are required prior to starting such work.
- ☐ Commercial kitchen Type I hood and duct system plans need Fire & Mechanical review
- ☐ For food service establishments, provide letter of approval from the King County Health Department. (206) 296-4932
- ☐ Does this project contain uninterrupted power systems (UPS) or battery rooms?

I hereby certify the attached plans, calculations and specifications include all the information marked on this application checklist. I further understand if the information is not included, plan review and building permit issuance will be delayed until all required information and corrections have been submitted and approved.

Print name: _____ Company _____

Signed: _____ Date: _____

*Must include UBC Chapter 7, Gypsum Manual, UL or equivalent assembly numbers. Assemblies and numbers must appear on plans.